

**Executive Chef Profile**  
**Watchung Valley Golf Club**  
**Watchung, NJ**

*The Executive Chef opportunity at Watchung Valley Golf Club is an excellent one for a creative and motivated culinary leader who desires to cook high at a level for a sophisticated membership while enjoying an extremely lifestyle-friendly work environment.*

**Reports to:** Assistant General Manager

**Supervises:** All kitchen staff

**Education and/or Experience**

- Bachelor's degree in Culinary Arts and/or Hospitality Management degree and eight years food production and management experience; or
- Preferred 10+ years relevant experience; or any equivalent combination of experience and training that provides the required knowledge, skills and abilities.

**Job Knowledge, Core Competencies and Expectations**

- Exceptional cooking skills.
- Plans and monitors all food-production-related costs.
- Plans menus with Food and Beverage Director.
- Develops food purchase specifications and standard recipes.
- Maintains food quality and sanitation standards.
- Knowledge of and ability to perform required role during emergency situations.

**Website :** <https://www.watchungvalleygc.com/>

**Job Summary** (Essential Functions)

Responsible for all food and pastry production, including that sold in restaurant, banquet functions and other outlets. Develop menus, food purchase specifications and recipes. Develop and monitor food and labor budgets for the department. Maintain highest professional food quality and sanitation standards.

Compared to a typical country club or restaurant, Watchung Valley Golf Club has fewer hours of restaurant service. By concentrating dining into prime hours, the club has created a vibrant and engaging social and culinary scene for its members, while creating an excellent work/life balance for its food and beverage staff. In season, lunch is served Wednesday through Sunday with dinner service only on Fridays and Saturdays, in addition golf outings and banquets scattered throughout the season. In the offseason, the club serves only Fridays through Sundays and is closed during the month of January. The successful applicant will inherit a well-trained and cohesive existing kitchen staff.

**Job Tasks/Duties**

- Hires, trains, supervises, schedules and evaluates the work of management staff in the food production departments.
- Plans menus for approval by Food and Beverage Director for all food outlets in the club and for special occasions and events.
- Schedules and coordinates the work of chefs, cooks and other kitchen employees to assure that food preparation is economical and technically correct and within budgeted labor cost goals.

- Approves the requisition of products and other necessary food supplies.
- Ensures that high standards of sanitation, cleanliness and safety are maintained throughout all kitchen areas at all times.
- Establishes controls to minimize food and supply waste and theft.
- Safeguards all food-preparation employees by implementing training to increase their knowledge about safety, sanitation and accident-prevention principles.
- Develops standard recipes and techniques for food preparation and presentation that help to assure consistently high quality and to minimize food costs; exercises portion control for all items served and assists in establishing menu selling prices.
- Prepares necessary data for applicable parts of the budget; projects annual food, labor and other costs and monitors actual financial results; takes corrective action as necessary to help assure that financial goals are met.
- Attends food and beverage staff and management meetings.
- Cooks or directly supervises the cooking of items that require skillful preparation.
- Evaluates food products to assure that quality standards are consistently attained.
- Interacts with applicable food and beverage managers to assure that food production consistently exceeds the expectations of members and guests.
- Plans and manages the employee meal program.
- Develops policies and procedures to enhance and measure quality; continually updates written policies and procedures to reflect state-of-the-art techniques, equipment and terminology.
- Recruits and makes selection decisions; evaluates job performance of kitchen staff; coaches, rewards and disciplines staff in a fair and legal manner.
- Recommends compensation rates and increases for kitchen staff.
- Establishes and maintains a regular cleaning and maintenance schedule for all kitchen areas and equipment.
- Provides training and professional development opportunities for all kitchen staff.
- Ensures that representatives from the kitchen attend service line-ups and meetings.
- Motivates and develops staff, including cross-training and promotion of personnel.
- Establishes buffet presentations.
- Maintains physical presence during times of high business volume.
- Implements safety training programs; manages OSHA-related aspects of kitchen safety and maintains MSDSs in easily accessible location.
- Understands and consistently follows proper sanitation practices including those for personal hygiene.
- Undertakes special projects as assigned by the Assistant General Manager.

### **Licenses and Special Requirements**

- Certification from American Culinary Association or other professional hospitality association is preferred
- Food safety certification.

### **Physical Demands and Work Environment**

- Required to stand for long periods and walk, climb stairs, balance, stoop, kneel, crouch, bend stretch and twist or reach.
- Push, pull or lift up to 50 pounds.
- Continuous repetitive motions.
- Work in hot, humid and noisy environment.